

**North West of England Foundation School**

# **Educational Leave for F1 Trainees**

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## **Policy for educational leave for F1 trainees**

This document sets out the guidance for managing educational leave for F1 Trainees.

F1 doctors are not entitled to study leave until their final placement of their F1 year when they can utilise their F2 entitlement to attend a taster session (typically 2-5 days) and/or ALS. However, there are a number of roles that F1 doctors may undertake that require training days. There are also other opportunities in which the Trust encourages participation. This document outlines the recommended process for managing requests for “educational leave” and gives examples of appropriate requests. As with study leave, the trainee should ensure they are not on call and will only be allowed educational leave on a standard working day.

### **Educational leave entitlement**

Trainees may be able to use up to 5 days in total for educational leave. This leave is discretionary and not an entitlement. All requests should be considered on an individual basis and should take in to account progression and engagement with Foundation training.

The F1 trainee must apply for educational leave in writing to their Foundation Programme Director (FPD). They must also inform their clinical and educational supervisor. Once approved by the FPD, they must inform their rota co-ordinator with a minimum of 6 weeks’ notice wherever possible.

### **Examples of appropriate educational leave requests**

Foundation Forum Meetings

Attendance at ALERT

Attendance at ILS/ALS

Lessons Learnt Lead training at HENW

Attendance to present at a conference (or attendance as part of a scholarship or award)

ATSP training at HENW

Foundation Reps - attendance to national meetings (such as the UKFPO Foundation Doctor Advisory Board)

**Funding**

There will not be any additional funding from HENW for trainees to undertake educational leave. However, HENW will reimburse travel expenses for any trainees who are selected to represent the school at national meetings.

Trainees should discuss alternative sources of funding with their FPD.